

Application Checklist: Exemption from Shoreline Substantial Development Permit

The following materials must be submitted with your application. *For some applications, it may not be necessary to submit all of the listed materials.* Consult with the Department of Planning and Community Development if you have any questions. Please do not submit your application until all materials that apply to your proposal have been checked off.

Fees

- ☐ Payment to the City of Kirkland for the filing fee and, if applicable, Environmental Checklist fee. An invoice will be sent through the Dashboard once the materials are considered adequate for initial City review.

Note: Other fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

Plans

Dimensions Plans, drawn at 1" = 20' or a comparable scale, showing the applicable items below:

All Projects:

- ☐ Property survey showing property dimensions and names of adjacent rights-of-way.
- ☐ Existing water courses and bodies, public and private roadways, rockeries within the shoreline setback, and other relevant man made or natural features on or abutting the subject property.
- ☐ Location and elevation of ordinary high water mark (OHWM) of the subject property at an elevation of 18.5 feet for Lake Washington based on NAVD 88 datum.
- ☐ Existing properties, rights-of-way, structures and other improvements within 200 feet of the subject property, including all in-water structures.
- ☐ Wetland delineation or stream determination, if applicable, using Section 83.500 (wetlands) or Section 83.510 (streams) KZC.
- ☐ Perspective drawings, photographs, color rendering or other graphics may be needed to adequately evaluate your application. Check with planner. Yes ____ No ____

Project Landward of Lake

- ☐ Location, dimensions and design of existing and proposed structures on the subject property, including accessory structures, in-water structures, driveways and other improvements.
- ☐ Repair of existing structures, if applicable (See Section 83.500 KZC).
- ☐ Lot coverage calculations (Section 83.190.3 KZC).
- ☐ Dimensioned building elevations drawn at 1/8" = 1" or a comparable scale showing two facades. Building height calculations and height of all structures above average existing grade level (Section 83.190.4 KZC).
- ☐ Existing and finished grades at 2-foot contours with the precise slope of any area in excess of 15%.
- ☐ Cross sections showing existing and proposed building elevations and height of structures.

- ☐ Calculations and dimensions of required shoreline setback (Sections 83.180 and 190.2 KZC).
- ☐ Dimensions of required side and front yards (see applicable use zone charts in KZC, i.e. WDI-III, PLA 3B or 15A, RSA, RM).
- ☐ Dimensions and calculations of view corridors if required (Section 83.410 KZC), and any improvements in the view corridor, including landscaping, parking, and fencing or other improvements.
- ☐ Location and improvements for required public access easement, if applicable (Section 83.420 KZC).
- ☐ Vegetation to be removed and proposed, if applicable.
- ☐ Location, dimensions and nature of any easements or dedications.

Pier, Marina, Boatlift or other Water Dependent Use Project (Sections 83.270 through .290 and Section 83.430 KZC):

- ☐ Proposed structures with required setback, design, dimensions and other requirements, including waste receptacle, reflectors and address sign.
- ☐ For new, repair or enlargement of water dependent use, show exact location of all adjacent existing in-water structures and public parks measured from the property lines.
- ☐ Existing structures and improvements waterward of the OHWM, including piers, marinas, breakwaters, boathouses, boatlifts, floats mooring piles and buoys associated with the property.
- ☐ Mitigation if required, including native plantings in the shoreline setback, in-water emergent vegetation, installation of gravel/cobble beach fill waterward of OHWM, and removal of existing skirting or in-water structures.
- ☐ Improved walkway landward of the lake to the shoreline edge, pier or marina if proposed (Section 83.190.d KZC).
- ☐ Boat canopy or in-water fill for boatlift, if applicable.
- ☐ Shoreline habitat or natural systems enhancement project, if proposed (Section 83.350 KZC).

Shoreline Stabilization Project (Section 83.300 KZC):

- ☐ Proposed structure showing detailed design, dimensions, any fill and other requirements in Section 83.300 KZC. Include cross sections and design recommendation for minimizing the size of the stabilization measure, including the use of gravel and cobble beach waterward of the stabilization measure.
- ☐ Geotechnical report for new or enlarged shoreline stabilization OR written narrative for major repair of shoreline stabilization, prepared by a qualified professional approved by the City showing demonstration of need to prevent erosion to existing primary structure within three years and providing a feasibility study using the options in Plate 43 in Chapter 180 of the Zoning Code for soft or nonstructural measures.
- ☐ For new and enlarged hard stabilization, include detailed plans showing gravel/cobble beach fill to increase shallow water habitat and native riparian vegetation along 75% of the linear frontage of shoreline.
- ☐ For new or enlarged soft shoreline stabilization, an assessment of erosion potential to existing primary structure within three years (not required for replacement of existing hard to soft stabilization).

- ☐ Review fee for City's consultant to evaluate the project, if required.
- ☐ For new and enlarged hard stabilization, provide a detailed plan of the required shoreline vegetation mitigation and draft 5-year maintenance and monitoring program.
- ☐ Stairs or other water access improvement if proposed.

Emergency Construction Project (Section 83.560 KZC):

- ☐ Plans that meet WAC 173-27-040 and are consistent with the City's Shoreline Master Program (regulations and policies), including Section 83.560 KZC.

Other

All materials submitted for this application must meet the following standards:

Electronic Plans & Documents:

- ☐ All files must be in Adobe PDF format. Any file that is not in PDF format must be **converted** from its native format to Adobe PDF rather than being scanned.
- ☐ Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
- ☐ All memos/reports must be either 8-½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- ☐ Photographs of models and/or material/color boards, if prepared, are required.
- ☐ Applications not submitted through MBP must provide all application materials on CD to the Planning Department for presentation at public meetings and/or permanent storage.

Paper Documents:

- ☐ Applications not submitted through MBP shall provide one paper copy of all application materials in either 8½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.